



National Aeronautics and  
Space Administration

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# Langley Research Center Safety Alert

Date: April 4, 2000

TO: All Facility Safety Heads and Facility Coordinators  
FROM: 429/Head, Office of Safety and Facility Assurance, OSMA  
SUBJECT: Safety Meeting Reminder

The Office of Safety and Facility Assurance (OSFA) would like to remind Facility Safety Heads and Facility Coordinators that safety meetings are to be conducted annually in administrative facilities and monthly in laboratories, tunnels or other high-exposure research facilities and that minutes of the meetings documenting the attendance and subject matter are also required to be maintained within the facility. (Reference LAPG 1740.3, "Facility Safety Head and Facility Coordinator Guide," Section 1.4.)

During the annual Safety and Health Audits, performed by OSFA personnel, two of the most frequently cited violations are the failure to conduct safety meetings and the failure to maintain minutes of the meetings that are conducted.

Safety meetings should consist of a review of all mishaps and close calls occurring within the facility since the last safety meeting, a discussion of safety concerns or issues identified by the Facility Safety Head/Facility Coordinator or facility employees and a safety awareness topic or safety awareness training pertaining to the Center or the operations conducted within the facility.

The Office of Safety and Facility Assurance (OSFA) maintains an extensive inventory of safety awareness videos available to facilities for safety meetings. A complete listing of these videos is available at the following URL: <http://safety/>.

The OSFA also provides safety awareness training covering such topics as Confined Space Awareness, Lockout/Tagout Program, Back Safety, Personal Protective Equipment (PPE), Material Safety Data Sheets (MSDS), Hand Safety, Cryogenics, Heat Stress, Ergonomics and Chemical Safety. Safety awareness training may be scheduled by contacting by Mr. Butch Jones at extension 48743.

Thank you for your continued support of the LaRC Safety Program.

  
Alan H. Phillips  
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